



Loudoun County, Virginia

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## INVITATION FOR BID

### PAINTING SERVICES (RE-ISSUE)

ACCEPTANCE DATE: Prior to 4:00 p.m., February 22, 2008 "Local Verizon time"

IFB NUMBER: QQ-01392

ACCEPTANCE  
PLACE

Department of Management and Financial Services  
Division of Procurement  
1 Harrison Street, SE, 4<sup>th</sup> Floor, MSC #41C  
Leesburg, Virginia 20175

A Pre-Bid Conference will be held on February 7, 2008 at 10:30 AM in the Management and Financial Services Conference Room, 1 Harrison Street, SE, 4th Floor, Leesburg, Virginia 20175 for clarification of any questions on the specifications.

Requests for information related to this Invitation should be directed to:

Philip Butterfass  
Contracting Officer  
(703) 737-8493  
(703) 771-5097 (Fax)  
E-mail address: [Philip.butterfass@loudoun.gov](mailto:Philip.butterfass@loudoun.gov)

This document can be downloaded from our web site:  
[www.loudoun.gov/procurement](http://www.loudoun.gov/procurement)

Issue Date: January 25, 2008

IF YOU NEED ANY REASONABLE ACCOMMODATION FOR ANY TYPE OF DISABILITY IN ORDER TO PARTICIPATE IN THIS PROCUREMENT, PLEASE CONTACT THIS DIVISION AS SOON AS POSSIBLE

## INVITATION FOR BID

### PAINTING SERVICES (RE-ISSUE)

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Prepared By: Philip Butterfass Date: January 25, 2008  
Contracting Officer

## **PAINTING SERVICES**

### **1.0 PURPOSE**

The intent of this Invitation for Bid is to obtain the services of up to three (3) qualified painting contractors to be readily available to provide exterior and interior painting services at miscellaneous County buildings on an as needed basis over a one (1) year period. Separate orders will be issued for each scope of work. These orders shall cover all jobs. While the County guarantees no set amount of work, jobs may range from four (4) man-hours up to a maximum of \$50,000 per each job.

Work will be distributed on a rotating basis based on the dollar amount of the work completed and availability of each contractor.

### **2.0 COMPETITION INTENDED**

It is the County's intent that this Invitation for Bid (IFB) permit competition. It shall be the bidder's responsibility to advise the Purchasing Agent in writing if any language, requirement, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this IFB to a single source. Such notification must be received by the Purchasing Agent or appointed designee not later than fifteen (15) days prior to the date set for bids to close.

### **3.0 DISCREPANCIES**

Should a bidder find discrepancies in the plans and/or specifications or be in doubt as to the meaning or intent of any part thereof, the bidder shall request clarification from the County in writing, not later than ten (10) working days prior to the bid opening. Any changes to the IFB that result from such a clarification request, will be communicated through a written addendum and posted on the Procurement home page at [www.loudoun.gov/procurement](http://www.loudoun.gov/procurement). Failure to request such a clarification is a waiver of any claim by the bidder for additional expenses because its interpretation was different than the County's.

### **4.0 BIDDER'S MINIMUM QUALIFICATIONS**

Only those bidders who provide documentation in their bid that they satisfy the following criteria will be considered for further evaluation. Failure to include any of the required documentation may be cause for bid to be deemed non-responsive and rejected.

- 4.1. Bidders must demonstrate they have been in business providing similar service for at least the last three (3) years. Bidders shall show proof of a positive balance sheet and profitable business operations for two (2) of the last three (3) years.

- 4.2 Bidders shall provide, at a minimum, three (3) comparable references of current work being performed, preferably other public sector facilities. Bidder must show that they have billed more than \$75,000 per year for the past three (3) years.
- 4.3 Any bidder wishing to submit a bid in response to this IFB shall be located within a sixty (60) mile radius of Leesburg, Virginia.

## **5.0 SCOPE OF SERVICES**

### **5.1 General Information**

- 5.1.1 The Contractor(s) shall have a 24/7 point of contact (i.e., voice mail or answering machine) where messages may be left. There should be a response within twenty-four (24) hours to messages that are left during business hours. Repeated failure to respond shall, at the option of the County, result in termination of the Contract.
- 5.1.2 The County has the option of declaring any needed work to be an emergency.
- 5.1.3 Eighty-five percent (85%) of the time interior surfaces will be drywall, occasionally concrete block or wood or lathe and plaster. Exterior surfaces could be wood, metal, concrete, or pre-cast fiberglass. For purposes of the bid, all paint will be latex, interior or exterior, applied by brush or roller as most appropriate for the surface and application. In practice, should another type of paint or application be required, i.e., oil base or epoxy, it will be specified for that particular project and pricing adjusted accordingly to compensate the Contractor.
- 5.1.4 Small repairs will be requested from the painting Contractor. All major drywall or reconstruction will be contracted out separately.

### **5.2 General Description of Skills**

- 5.2.1 The Contractor(s) shall use in-house employees to perform all painting tasks. The County may permit the use of subcontractors to perform related repairs such as replacement of rotted wood. The Contractor is responsible for all surface preparation to include scraping, sanding, caulking, etc., and the application of paint, stain, etc., so that the finished product has the appearance expected from a professional painting company.
- 5.2.2 The Contractor(s) shall have sufficient resources to be able to work multiple jobs at the same time. Contractor shall work upon the

current project(s) to completion (or full eight (8) hour day(s)) unless the work being performed requires a drying time interval before the next phase begins.

5.2.3 The Contractor(s) shall be able to complete all of the painting tasks normally encountered in commercial and residential buildings on both interior and exterior surfaces within the time specified in the Scope of Work or on the Purchase Order, or within thirty (30) days of the date the Purchase Order or Notice to Proceed is issued to Contractor.

5.2.4 All work shall be scheduled with the County's representative at least seventy-two (72) hours before the work begins. Once scheduled, the Contractor must adhere to the schedule unless authorization is given by the County's representative to reschedule.

### 5.3 Painting Requirements

#### 5.3.1 Paint applications and materials

The successful Contractor shall:

- A. Furnish all labor, materials, and equipment to paint or finish all surfaces in a professional manner.
- B. Be available for any and all interior and exterior painting jobs required by the County during the Contract period.

#### 5.3.2 Surface preparation and application:

All surface preparation and application of paint, stain, etc., shall be done in accordance with manufacturers' recommendations or industry standards, whichever is higher, and provide the desired coverage and surface appearance. If a second coat is required, it shall be applied in accordance with the manufacturers' recommended drying time between coats.

### 5.4 Materials:

The County reserves the right to specify precisely the types of materials to be utilized. Substitutions shall have approval of the Contract Administrator or his designee. Materials will be billed to the County at Contractor's cost. No mark-up is allowed. The Contractor(s) shall provide an invoice for material used along with an invoice for payment to the County before payment will be issued. Invoices shall specifically reference the Building, Room, Office, Floor, Hallway, Roof, etc.

- A. Contractor shall only use materials compatible with existing materials that will ensure proper bonding and longevity of surfaces.
- B. All finishes and colors shall match existing finishes and colors unless otherwise directed by the Contract Administrator or his authorized representative.
- C. All tools and equipment used in the performance of the work (i.e., brushes, rollers, sanders, drop clothes, sandpaper, hand tools, etc.) shall be provided by the Contractor and included in the hourly rate unit prices as overhead.

#### 5.5 Paint Samples

Paint samples shall be provided to the Contract Administrator or his authorized representative for each different paint color used to include manufacturers name and code designation.

#### 5.6 Touch-up Paint

At the completion of each job, the Contractor shall supply the Contract Administrator or his authorized representative one (1) quart of unopened paint for each color used. The quart shall be clearly labeled with the job name, manufacturer and color code. This requirement may be waived by the Contract Administrator for small jobs.

#### 5.7 Protection of Other Work:

Contractor shall protect with tape, paper, and/or dropcloths all finished floors, glass, cabinets, tops, appliances, ceramic tile, bathroom fixtures, brick, concrete, rugs, carpeting, hardware, wallpaper, furniture, and naturally finished surfaces not to receive paint. Contractor shall clean or cause to have cleaned at his own expense any paint applied to such surfaces and/or fixtures.

#### 5.8 Weather Protection

Contractor is required to follow manufacturer's application guidelines for temperature and humidity.

#### 5.9 Work Areas

5.9.1 All work is to be completed at the convenience and safety of the occupants. If there are complaints from occupants about fumes, smells, etc., the Contractor shall be required to immediately cease work and ventilate the area until the problem is corrected. The Contractor will be required to reschedule the work at a time

suitable to the occupants or devise a ventilation method that eliminates the problem. Any remedy used by the Contractor will be done at no additional cost to the County.

5.9.2 When using solvents for cleaning brushes, or using other chemicals, the Contractor is required to capture or save the used chemicals for disposal as a hazardous waste. The cost of disposal is entirely the responsibility of the Contractor. At no time shall the Contractor improperly dispose of solvents or chemicals by dumping them into the sewer system or on the ground.

5.10 Productive Hours

Man-hours paid under this Contract shall be only productive hours at the job site. Time spent for transportation of workers, material acquisition, handling and delivery, or for movement of Contractor owned or rented equipment is not chargeable directly but is overhead and the cost shall be included in the fixed hourly rate. The hourly rate shall also include direct labor, general and administrative overhead, taxes, insurance, profit and the cost of equipment that is normal and necessary tools of the trade.

5.11 Worker Skill Level

The Contractor shall provide workers who are fully trained to the skill level necessary to complete the job in a satisfactory manner. Should the County determine that a worker is not competent to complete a job, the County may either insist on a substitute worker with appropriate skills or cancel the purchase order without penalty to the County. The substitution of a worker will be done at no additional cost to the County. The County is the sole judge of worker competence.

5.12 Supervision

5.12.1 The Contractor(s) may be required to have a job site supervisor present at all times that work is being performed. When providing a statement of work to the Contractor(s), the County will state whether or not a full time site supervisor is required. Otherwise, the Contractor is required to have a supervisor on site at the start of each job for a minimum of one (1) hour and available to be on site whenever there is a problem that requires supervision.

5.12.2 The Contractor's supervisor shall be literate and fluent in the English language because of the necessity to read chemical labels, job instructions and signs, as well as the need for conversing with County staff. The County's authorized

representative shall be the sole judge of the communication level.

5.13 Parts

In the event the Contractor is required to supply and install necessary parts for the completion of a project, the Contractor shall submit the original itemized invoice. The County will not pay any mark-up on any parts that are supplied

5.14 Worker/Vehicle Identification

The County requires that all job site workers wear clean work clothes with either a prominently displayed identification badge or company identification affixed to the clothing. Job site vehicles must prominently display company identification.

5.15 Guarantee

Contractor shall guarantee all workmanship and materials to be free from defects, rust and/or peeling for a period of one (1) year from date of final acceptance. Upon notification, Contractor shall, within five (5) working days, correct such defects and/or deficiencies at his own expense. Final acceptance does not relieve Contractor from responsibility for latent defects or deficiencies

5.16 Convenience of County

All non-emergency work shall be scheduled at the convenience of the County. The Contractor shall confirm scheduling with the Contract Administrator or his representative at least seventy-two (72) hours prior to the commencement of work. A Contractor who violates this requirement may be denied access or ordered to stop work and resume only after scheduling a new start date. Should this occur, any additional cost is the Contractor's responsibility.

5.17 Response Times

The Contractor must provide a method whereby he can be readily contacted during normal business hours. The Contractor must return non-emergency calls within twenty-four (24) hours, and return emergency calls within thirty (30) minutes.



#### 5.17.1 Non-Emergency Response Time

The Contractor shall start all non-emergency work within ten (10) working days after a purchase order is issued or Notice to Proceed is given.

#### 5.17.2 Emergency Response Time

The Contractor shall respond to emergencies within two (2) hours of notification and commence work within twenty-four (24) hours.

### 5.18 Cost Proposals

5.18.1 Prior to the commencement of work on any non-emergency requirements, the County's Contract Administrator will provide a statement of the work required, an outline specification of essential materials, and sketches and drawings if available. The Contract Administrator will request that the Contractor prepare a written "Fixed Price Cost Proposal" containing the following:

- A. A clear and specific statement of the entire scope of work covered in the Proposal with reference to the Building and/or Facility by Name and/or Address. Also, a statement of color(s) to be used with specific reference to room, office, floor, hallway, building or roof, etc.
- B. A statement of the Hourly Rate for services, Cost of Materials to be used, and the Contractors Vendor Number and/or Contract Number.
- C. A statement of the labor and material costs for each of the major elements of work. Labor costs shall be based on the approved Contract rate for each class of employee. Material costs will be based on the actual cost of materials. No mark-up on materials is allowed.
- D. A list of proposed subcontractors.
- E. A signed statement confirming that the Contractor has visited the site prior to preparing the estimate and is thoroughly familiar with the site and the scope of work.
- F. The Number of calendar days required to complete the work after County authorization.

- G. All Proposals shall be signed by the Contractor.
- H. All Proposals shall be prepared on the County's Painting Proposal Form (see Attachment 2).

It is the responsibility of the Contractor(s) to ensure that he has all the information necessary to prepare the estimate.

5.18.2 The completed cost proposal shall be signed and dated by the Contractor and returned to the requestor from the County for review within five (5) working days after the date of request for the cost proposal for non-emergency work. If the proposal is satisfactory, the County will notify Contractor. Work shall only be performed upon the County's written authorization by the issuance of a purchase order or Notice to Proceed. Upon authorization, actual work shall not exceed the Contractor's estimate. If the proposal is unsatisfactory for any reason, the County reserves the right to negotiate all unsatisfactory components and to require the Contractor to submit a revised proposal. If the second proposal is not satisfactory, the County has the right to seek a proposal from one of the other task order Contractors. If the start and/or completion time does not meet the County's needs, the County has the right to use the services of another task order Contractor.

The County will periodically spot check cost proposals to determine if the Contractor has provided the lowest reasonable price for the requested services. If the Contractor submits more than three (3) cost proposals in one (1) calendar year that exceed a reasonable, fair price by fifteen percent (15%), this may be cause for termination of the Contract.

5.18.3 Emergency Work. Upon receipt of an emergency scope of work, Contractor shall agree to proceed as directed by the County on a Time and Material basis, using labor rates established in this Contract where applicable. All other labor rates shall be based upon regional industry standards for the respective trade(s). No mark-up will be accepted on material invoices. Contractor shall submit a Time and Material estimate to the County within twenty-four (24) hours of Notice to Proceed (NTP).

- A. For emergency work, verbal "Not to Exceed" estimates shall be required and followed by a written estimate when the situation warrants. This estimate shall include the estimated number of hours, hourly rate, number and type of employees required, estimated material cost and completion date.

- B. It shall be the Contractor's responsibility to ensure he has all information needed to prepare accurate estimates.

5.19 Rates

All work shall be scheduled at the convenience of the County so as not to interfere with the County's conduct of business. In the event the Contractor is required to perform work other than Monday through Friday from 7:30 a.m. to 5:00 p.m., Contractor shall charge no more than one and one-half (1½) times the fixed hourly rate.

5.20 Environment

Any chemicals used by the Contractor shall be handled, stored and used in a safe manner at the job site. Any complaints from occupants about chemical use, smell, effect, etc., is cause to order the immediate stoppage of work and implementation of corrective action to resolve the complaint. Should this happen, any corrective action shall be at the sole expense of the Contractor. The disposal of chemicals shall be done in an environmentally safe manner.

5.21 Commencement of Work

The Contractor(s) shall commence on-site work no later than ten (10) working days after the date of County NTP. Prior to NTP, the County and Contractor shall mutually agree upon a completion date. Emergency work, if specified in the authorization, shall commence within twenty-four (24) hours after NTP. Verbal authorization by the Purchasing Agent is sufficient for assignment of emergency work. Repeated failure to meet estimated start and/or completion dates shall result in termination of the Contract at the option of the County.

## 6.0 **CONTRACT TERMS AND CONDITIONS**

The Contract with the successful bidder will contain the following Contract Terms and Conditions:

6.1 Procedures

The extent and character of the services to be performed by the Contractor shall be subject to the general control and approval of the Director of Department of General Services or his/her authorized representative(s). The Contractor shall not comply with requests and/or orders issued by other than the Director of Department of General Services or his/her authorized representative(s) acting within their authority for the County. Any change to

the Contract must be approved in writing by the Purchasing Agent and the Contractor.

**6.2 Contract Period**

The Contract shall cover the period from March 1, 2008 through February 28, 2009, or an equivalent period depending upon date of Contract award.

This Contract may be renewed at the expiration of the initial term at the request of the County. The renewal may be for up to three (3) additional one (1) year periods. Any renewal shall be based on the same terms and conditions as the initial term with the exception of the price or rates. Initial prices or rates and subsequent renewal prices or rates are guaranteed for a minimum of twelve (12) months. Any increase in prices or rates after the initial term or any renewal term shall be limited to the prior year's increase in the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W), Housing, Maintenance and Repair Services (unadjusted for seasonal changes) for the current twelve (12) month period.

Notice of intent to renew will be given to the Contractor in writing by the County, normally ninety (90) days before the expiration date of the current Contract.

**6.3 Contract Quantities**

The quantities specified in this Contract are estimated only. They may not indicate the actual quantity which will be ordered, since such volume will depend upon requirements which develop during the Contract period.

Quantities shown shall not be construed to represent any amount which the County shall be obligated to purchase under the Contract, or relieve the Contractor of its obligation to fill all orders placed by the County.

**6.4 Delays**

If delay is foreseen, the Contractor shall give immediate written notice to the Division of Procurement. The Contractor must keep the County advised at all times of the status of the services. Default in promised delivery (without accepted reasons) or failure to meet specifications, authorizes the Division of Procurement to purchase services elsewhere and charge full increase in cost and handling to defaulting Contractor.

**6.5 Delivery Failures**

Time is of the essence. Should the Contractor fail to deliver the proper services or item(s) at the time and place(s) specified, or within a reasonable period of time thereafter as determined by the Purchasing Agent, or should the Contractor fail to make a timely replacement of rejected items when so requested, the County may purchase services or items of comparable quality in the open market to replace the rejected or undelivered services or items. The Contractor shall reimburse the County for all costs in excess of the Contract price when purchases are made in the open market; or, in the event that there is a balance the County owes to the Contractor from prior

transactions, an amount equal to the additional expense incurred by the County as a result of the Contractors nonperformance shall be deducted from the balance as payment.

6.6 Material Safety Data Sheets

By law, the County of Loudoun will not receive any materials, products, or chemicals which may be hazardous to an employee's health unless accompanied by a Material Safety Data Sheet (MSDS) when received. This MSDS will be reviewed by the County, and if approved, the materials, product or chemical can be used. If the MSDS is rejected, the Contractor must identify a substitute that will meet the County's criteria for approval.

6.7 Business, Professional, and Occupational License Requirement

All firms or individuals located or doing business in Loudoun County are required to be licensed in accordance with the County's "Business, Professional, and Occupational Licensing (BPOL) Tax" Ordinance during the initial term of the Contract or any renewal period.

Wholesale and retail merchants without a business location in Loudoun County are exempt from this requirement. Questions concerning the BPOL Tax should be directed to the Office of Commissioner of Revenue, telephone (703) 777-0260.

6.8 Payment of Taxes

All Contractors located or owning property in Loudoun County during the initial term of the Contract or any renewal period shall assure that all real and personal property taxes are paid.

The County will verify payment of all real and personal property taxes by the Contractor prior to the award of any Contract or Contract renewal.

6.9 Insurance

The Contractor shall procure, maintain, and provide proof of, insurance coverage for injuries to persons and/or property damage as may arise from or in conjunction with, the work performed on behalf of the County by the Contractor, his agents, representatives, employees or subcontractors at their own expense. Proof of coverage as contained herein shall be submitted prior to entering into the Contract and such coverage shall be maintained by the Contractor for the duration of the Contract period for occurrence policies. Claims made policies must be in force or that coverage purchased for three (3) years after Contract completion date.

A. General Liability

Coverage shall be as broad as: Comprehensive General Liability endorsed to include Broad Form, Commercial General Liability Form including Products/Completed Operations.

Minimum Limits

General Liability:

\$1,000,000	General Aggregate Limit
\$1,000,000	Products & Completed Operations
\$1,000,000	Personal and Advertising Injury
\$1,000,000	Each Occurrence Limit
\$50,000	Fire Damage Limit
\$5,000	Medical Expense Limit

B. Automobile Liability

Coverage sufficient to cover all vehicles owned, used, or hired by the Contractor, his agents, representatives, employees or subcontractors.

Minimum Limits

Automobile Liability:

\$1,000,000	Combined Single Limit
\$1,000,000	Each Occurrence Limit
\$5,000	Medical Expense Limit

C. Workers' Compensation

Limits as required by the Workers' Compensation Act of Virginia. Employers Liability, \$1,000,000.

D. Coverage Provisions

1. The Contractor shall furnish to the County certificates of insurance including all policy exclusions and endorsements affecting coverage. The certificates are to be signed by a person authorized by the insurance company(s) to bind coverage on its behalf. If executed by a broker, a notarized copy of authorization to bind or certify coverage must be attached. The certificates shall indicate the Contract name and number.
2. All deductibles or self-insured retention shall appear on the certificate(s) and shall be subject to approval by the County. At the option of the County, the Contractor may be required to procure a bond guaranteeing payment of losses and related claims expenses.
3. The County of Loudoun, its officers/officials, employees, agents and volunteers shall be added as "additional insured" as their interests may appear. This provision that the County be added as an additional insured does not apply to Professional Liability or Workers' Compensation/Employers' Liability.
4. The Contractor's insurance shall be primary over any applicable insurance or self-insurance maintained by the County.
5. The Contractor shall provide immediate written notice to the County before any cancellation, suspension, or void

of coverage in whole or part, or subsequent to any cancellation, suspension, or void of coverage in whole or part if not so notified prior to an action taken by the insurer resulting in the immediate cancellation, suspension, or void in whole or part.

6. All coverage for subcontractors of the Contractor shall be subject to all of the requirements stated herein.
7. Failure to comply with any reporting provisions of the policy(s) shall not affect coverage provided the County, its officers/officials, agents, employees and volunteers.
8. The insurer shall agree to waive all rights of subrogation against the County, its officers/officials, agents, employees or volunteers for any act, omission or condition of premises for which the parties may be held liable by reason of negligence.
9. All insurance shall be placed with insurers maintaining an A.M. Best rating of no less than an A:VII. If A.M. Best rating is less than A:VII, approval must be received from County's Risk Officer.
10. All coverage designated herein shall be as broad as the Insurance Services Office (ISO) forms filed for use with the Commonwealth of Virginia.

#### 6.10 Hold Harmless Clause

The Contractor shall, indemnify, defend, and hold harmless the County from loss from all suits, actions, or claims of any kind brought as a consequence of any negligent act or omission by the Contractor. The Contractor agrees that this clause shall include claims involving infringement of patent or copyright. For purposes of this paragraph, "County" and "Contractor" includes their employees, officials, agents, and representatives. "Contractor" also includes subcontractors and suppliers to the Contractor. The word "defend" means to provide legal counsel for the County or to reimburse the County for its attorneys fees and costs related to the claim. This section shall survive the Contract.

#### 6.11 Safety

All Contractors and subcontractors performing services for the County of Loudoun are required to and shall comply with all Occupational Safety and Health Administration (OSHA), State and County Safety and Occupational Health Standards and any other applicable rules and regulations. Also, all Contractors and subcontractors shall be held responsible for the safety of their employees and any unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site area under this Contract.

6.12 Permits

It shall be the responsibility of the Contractor to comply with County ordinances by securing any necessary permits. The County shall waive any fees involved in securing County permits.

6.13 Notice of Required Disability Legislation Compliance

Loudoun County government is required to comply with state and federal disability legislation: The Rehabilitation Act of 1993 Section 504, The Americans with Disabilities Act (ADA) for 1990 Title II and The Virginians with Disabilities Act of 1990.

Specifically, Loudoun County, may not, through its contractual and/or financial arrangements, directly or indirectly avoid compliance with Title II of the Americans with Disabilities Act, Public Law 101-336, which prohibits discrimination by public entities on the basis of disability. Subtitle A protects qualified individuals with disability from discrimination on the basis of disability in the services, programs, or activities of all state and local governments. It extends the prohibition of discrimination in federally assisted programs established by the Rehabilitation Act of 1973 Section 504 to all activities of state and local governments, including those that do not receive federal financial assistance, and incorporates specific prohibitions of discrimination on the basis of disability in Titles I, III, and V of the Americans with Disabilities Act. The Virginians with Disabilities Act of 1990 follows the Rehabilitation Act of 1973 Section 504.

6.14 Ethics in Public Contracting

The provisions contained in Sections 2.2-4367 through 2.2-4377 of the Virginia Public Procurement Act as set forth in the 1950 Code of Virginia, as amended, shall be applicable to all Contracts solicited or entered into by the County. A copy of these provisions may be obtained from the Purchasing Agent upon request.

The above-stated provisions supplement, but do not supersede, other provisions of law including, but not limited to, the Virginia State and Local Government Conflict of Interests Act (§ 2.2-3100 et seq.), the Virginia Governmental Frauds Act (§ 18.2-498.1 et seq.) and Articles 2 and 3 of Chapter 10 of Title 18.2. The provisions apply notwithstanding the fact that the conduct described may not constitute a violation of the Virginia State and Local Government Conflict of Interests Act.

6.15 Employment Discrimination by Contractors Prohibited

Every Contract of over \$10,000 shall include the following provisions:

- A. During the performance of this contract, the Contractor agrees as follows:
  - 1. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex,



national origin, age, disability, status as a service disabled veteran, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

2. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, shall state that such Contractor is an equal opportunity employer.
3. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient to meet this requirement.

B. The Contractor will include the provisions of the foregoing paragraphs, 1, 2, and 3 in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

#### 6.16 Drug-free Workplace

Every Contract over \$10,000 shall include the following provisions:

During the performance of this Contract, the Contractor agrees to (i) provide a drug-free workplace for the Contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or behalf of the Contractor that the Contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific Contract awarded to a Contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the Contract.

#### 6.17 Faith-Based Organizations

Loudoun County does not discriminate against faith-based organizations.

6.18 Immigration Reform and Control Act of 1986

By entering this Contract, the Contractor certifies that it does not and will not during the performance of this Contract violate the provisions of the Federal Immigration Reform and Control Act of 1986, which prohibits employment of illegal aliens.

6.19 Substitutions

NO substitutions or cancellations are permitted after Contract award without written approval by the Division of Procurement. Where specific employees are proposed by the Contractor for the work, those employees shall perform the work as long as those employees work for the Contractor, either as employees or subcontractors, unless the County agrees to a substitution. Requests for substitutions shall be reviewed and may be approved by the County at its sole discretion.

6.20 Condition of Items

All items shall be new, in first class condition, including containers suitable for shipment and storage, unless otherwise indicated herein. Verbal agreements to the contrary will not be recognized.

6.21 Workmanship and Inspection

All work under this Contract shall be performed in a skillful and workmanlike manner. The Contractor and its employees shall be professional and courteous at all times. The County may, in writing, require the Contractor to remove any employee from work for reasonable cause, as determined by the County. Further, the County may, from time to time, make inspections of the work performed under the Contract. Any inspection by the County does not relieve the Contractor of any responsibility in meeting the Contract requirements.

6.22 Cleaning Up

The Contractor shall at all times keep the adjacent areas of the property free from rubbish and the accumulation of any waste materials. Contractor shall be responsible for the removal of all trash at the end of each day, or more frequently as may be required by the Contract Administrator.

6.23 Exemption from Taxes

The Contractor shall not charge the County for Virginia State Sales or Use Taxes or Federal Excise Tax on the finished goods or product provided under the Contract. The County is exempt from Virginia State Sales or Use Taxes and Federal Excise Tax. The Contractor shall be responsible for the payment of any sales, use, or excise tax it incurs in providing the goods required by the Contract, including but not limited to taxes on materials purchased by a Contractor for incorporation in or use on a construction project.

#### 6.24 Invoicing and Payment

Upon delivery and acceptance of work, the Contractor shall submit a proper invoice detailing the appropriate work, in duplicate such invoice to include a detailed breakdown of all charges and shall be based on completion of tasks or deliverables for the period of time being billed.

Invoices shall be submitted to:

County of Loudoun, Virginia  
Department of General Services  
803 Sycolin Road  
Leesburg, VA 20175  
Attn: Frank Lowrance

All such invoices will be paid within forty-five (45) days by the County unless any items thereon are questioned, in which event payment will be withheld pending verification of the amount claimed and the validity of the claim. The Contractor shall provide complete cooperation during any such investigation.

Individual Contractors shall provide their social security numbers, and proprietorships, partnerships, and corporations shall provide their federal employer identification number on the pricing form.

#### 6.25 Payments to Subcontractors

Within seven (7) days after receipt of amounts paid by the County for work performed by a subcontractor under this Contract, the Contractor shall either:

- A. Pay the subcontractor for the proportionate share of the total payment received from the County attributable to the work performed by the subcontractor under this Contract; or
- B. Notify the County and subcontractor, in writing, of his intention to withhold all or a part of the subcontractor's payment and the reason for non-payment.

The Contractor shall pay interest to the subcontractor on all amounts owed that remain unpaid beyond the seven (7) day period except for amounts withheld as allowed in item B. above.

Unless otherwise provided under the terms of this Contract, interest shall accrue at the rate of one percent (1%) per month.

The Contractor shall include in each of its subcontracts a provision requiring each subcontractor to include or otherwise be subject to the same payment and interest requirements as set forth above with respect to each lower-tier subcontractor.

The Contractor's obligation to pay an interest charge to a subcontractor pursuant to this provision may not be construed to be an obligation of the County.

6.26 Assignment of Contract

The Contract may not be assigned in whole or in part without the written consent of the Purchasing Agent.

6.27 Termination

Subject to the provisions below, this Contract may be terminated by the County upon thirty (30) days advance written notice to the Contractor; but if any work or service hereunder is in progress, but not completed as of the date of termination, then the Contract may be extended upon written approval of the County until said work or services are completed and accepted.

A. Termination for Convenience

The County may terminate this Contract for convenience at any time in which the case the parties shall negotiate reasonable termination costs.

B. Termination for Cause

In the event of Termination for Cause, the thirty (30) days advance notice is waived and the Contractor shall not be entitled to termination costs.

C. Termination Due to Unavailability of Funds in Succeeding Fiscal Years

If funds are not appropriated or otherwise made available to support continuation of the performance of this Contract in a subsequent fiscal year, then the Contract shall be canceled and, to the extent permitted by law, the Contractor shall be reimbursed for the reasonable value of any non-recurring costs incurred but not amortized in the price of the supplies or services delivered under the Contract.

6.28 Contractual Disputes

The Contractor shall give written notice to the Purchasing Agent of intent to file a claim for money or other relief within ten (10) calendar days of the occurrence giving rise to the claim or at the beginning of the work upon which the claim is to be based, whichever is earlier.

The claim, with supporting documentation, shall be submitted to the Purchasing Agent by US Mail, courier, or overnight delivery service, no later than sixty (60) days after final payment. The Contractor shall submit its invoice for final payment within thirty (30) days after completion or delivery of the services. If the claim is not disposed of by agreement, the Purchasing Agent shall reduce his/her decision to writing and mail or otherwise forward a copy thereof to the Contractor within thirty (30) days of the County's receipt of the claim.

The Purchasing Agent's decision shall be final unless the Contractor appeals within thirty (30) days by submitting a written letter of appeal to the County Administrator, or his designee. The County Administrator shall render a decision within sixty (60) days of receipt of the appeal.

6.29 Severability

In the event that any provision shall be adjudged or decreed to be invalid, such ruling shall not invalidate the entire Agreement but shall pertain only to the provision in question and the remaining provisions shall continue to be valid, binding and in full force and effect.

6.30 Applicable Laws/Forum

This Contract shall be governed in all respects by the laws of the Commonwealth of Virginia. Any judicial action shall be filed in the Commonwealth of Virginia, County of Loudoun.

6.31 Notices

All notices and other communications hereunder shall be deemed to have been given when made in writing and either (a) delivered in person, (b) delivered to an agent, such as an over night or similar delivery service, or (c) deposited in the United States mail, postage prepaid, certified or registered, addressed as follows:

**TO CONTRACTOR:**

**TO COUNTY:**

Philip Butterfass

Loudoun County Procurement

1 Harrison Street, SE, MSC #41C

Leesburg, VA 20175

6.32 Licensure

To the extent required by the Commonwealth of Virginia or the County of Loudoun, the Contract shall be duly licensed to sell the goods or perform the services required to be delivered pursuant to this Contract.

6.33 Registering of Corporation

The Contractor shall remain registered with the Virginia State Corporation Commission, if applicable, during the term of the Contract or any renewal.

6.34 Criminal Background Checks

The Contractor shall submit the names, social security numbers, and other information of its employees when requested. This information will only be used by Loudoun County to obtain nation-wide criminal background checks when the County, in its sole discretion, determines it necessary for reasons of security or confidentiality. When this occurs, the Contractor shall not send any workers to the job site whose information has not been provided for the County's background check. If the Contractor needs to have

materials delivered to the job site, deliveries from outside vendors must be approved in advance by the project manager. These background checks when requested will be performed at the County's expense.

**NOTE:** the Contractor will have all employees working at County sites, wear a uniform and have photo identification (frontal face). This identification must be prominently displayed at all times. No one with a felony conviction may be employed under this Contract.

The County reserves the right to require immediate removal of any Contractor employee from County service it deems unfit for service for ANY reason not contrary to law. This right is non-negotiable and the Contractor agrees to this condition by accepting this Contract. The Contractor should have enough qualified people with current background checks so as to be able to provide a replacement within twenty-four (24) hours. Should a replacement take longer than twenty-four (24) hours, this may be cause for termination of the Contract.

#### 6.35 Confidentiality

The Contractor acknowledges and understands that its employees may have access to proprietary, business information, or other confidential information belonging to the County of Loudoun. Therefore, except as required by law, the Contractor agrees that its employees will not:

- A. Access or attempt to access data that is unrelated to their job duties or authorizations as related to this Contract.
- B. Access or attempt to access information beyond their stated authorization.
- C. Disclose to any other person, or allow any other person access to, any information related to the County or any of its facilities or any other user of this Contract that is proprietary or confidential. Disclosure of information includes, but is not limited to, verbal discussions, FAX transmissions, electronic mail messages, voice mail communication, written documentation, "loaning" computer access codes and/or another transmission or sharing of data.

The Contractor understands that the County, or others may suffer irreparable harm by disclosure of proprietary or confidential information and that the County may seek legal remedies available to it should such disclosure occur. Further, the Contractor understands that violations of this provision may result in Contract termination.

The Contractor understands that information and data obtained during the performance of this agreement shall be considered confidential, during and following the term of this Contract, and will not be divulged without the Purchasing Agent's written consent and then only in strict accordance with prevailing laws. The Contractor shall hold all information provided by the

County as proprietary and confidential, and shall make no unauthorized reproduction or distribution of such material.

6.36 Personnel

All of the Contractor's employees shall be employees of the Contractor; day laborers are not acceptable.

## **7.0 INSTRUCTIONS TO BIDDERS**

7.1 Submission of Bids

Before submitting a bid, read the ENTIRE solicitation including the Contract Terms and Conditions. Failure to read any part of this solicitation will not relieve a bidder of its contractual obligations. Pricing must be submitted on Invitation for Bid pricing form only. Include other information as requested or required. The face of the container shall indicate the IFB number, time and date of opening, and the title of the IFB. Bids must be received by the Division of Procurement BEFORE the hour specified on the opening date. Bids may be either mailed or hand delivered to 1 Harrison Street, S.E., 4th Floor, MSC #41C, Leesburg, Virginia 20175. Faxed and e-mailed proposals will not be accepted.

7.2 Questions and Inquiries

Questions and inquiries, both verbal and written, will be accepted from any and all bidders. The Division of Procurement is the sole point of contact for this solicitation unless otherwise instructed herein. Unauthorized contact with other Loudoun County staff regarding the IFB may result in the disqualification of the bidder. Inquiries pertaining to the Invitation for Bid must give the IFB number, title, and acceptance date. Material questions will be answered in writing with an Addendum provided however, that all questions are received at least ten (10) days in advance of the proposal acceptance date. It is the responsibility of all bidders to ensure that they have received all addendums. Addendums can be downloaded from [www.loudoun.gov/procurement](http://www.loudoun.gov/procurement).

7.3 Inspection of Site

It is strongly recommended that all bidders make an on-site inspection of the location where the work will be performed to become completely familiar with the existing conditions. Failure to comply with this requirement will not relieve the successful bidder of its obligation to carry out the scope of the resulting contract. Inspections may be arranged by contacting Frank Lowrance at 703-737-8195.

7.4 Firm Pricing for County Acceptance

Bid price must be firm for County acceptance for a minimum of ninety (90) days from bid opening date. "Discount from list" bids are not acceptable unless requested.

7.5 Unit Price

Bid unit price on quantity specified, extend and show total. In case of errors in extension, unit prices shall govern.

7.6 Quotations to be F.O.B. Destination - Freight Prepaid and Allowed

Any goods to be delivered to a County location shall be coordinated with the Contract Administrator prior to delivery. Such goods shall be delivered F.O.B. Destination, freight prepaid, and allowed. COD deliveries shall be denied. The cost of freight, insurance, and all other delivery related costs shall be included in the cost of performing the work proposed in the price proposal.

7.7 Proprietary Information

Trade secrets or proprietary information submitted by a bidder in connection with this solicitation shall not be subject to disclosure under the Virginia Freedom of Information Act; however, **pursuant to Section 2.2-4342 of the Code of Virginia, the bidder must invoke the protections of this section prior to or upon submission of the data or other materials, and must clearly identify the data or other materials to be protected and state the reasons why protection is necessary. Failure to abide by this procedure may result in disclosure of the bidder's information.**

Bidders shall not mark sections of their bid as proprietary if they are to be part of the award of the contract and are of a "Material" nature.

7.8 Authority to Bind Firm in Contract

Bids MUST give full firm name and address of bidder. Failure to manually sign bid may disqualify it. Person signing bid will show TITLE or AUTHORITY TO BIND THE FIRM IN A CONTRACT. Firm name and authorized signature must appear on bid in the space provided on the pricing page. Those authorized to sign are as follows:

If a sole proprietorship, the owner may sign.

If a general partnership, any general partner may sign.

If a limited partnership, a general partner must sign.

If a limited liability company, a "member" may sign or a "manager" must sign if so specified by the articles or organization.

If a regular corporation, the CEO, President or Vice-President must sign.

Others may be granted authority to sign but the County requires that a corporate document authorizing him/her to sign be submitted with proposal.

Form



7.9 Correction or Withdrawal of Bids and Cancellation of Awards Under Competitive Sealed Bidding

Correction or withdrawal of inadvertently erroneous bids before or after award, or cancellation of awards or contracts based on such bid mistakes, may be permitted at the County's discretion. After bid opening, no changes in bid prices or other provisions of bids prejudicial to the interest of the County or fair competition shall be permitted. Except as otherwise provided by regulation, all decisions to permit the correction or withdrawal of bids, or to cancel awards or contracts based on bid mistakes, shall be supported by a written determination made by the Purchasing Agent. No bid may be withdrawn when the result would be to award the contract on another bid of the same bidder or of another bidder in which the ownership of the withdrawing bidder is more than five percent (5%). If a bid is withdrawn, the lowest responsive and responsible remaining bid shall be deemed to be the low bid. If the Purchasing Agent, the Using Agency, or a designee of such, denies the withdrawal of a bid, he shall notify the bidder in writing stating the reasons for his decision.

7.10 Subcontractors

All bidders shall include a list of all subcontractors with their bid. The County reserves the right to reject the successful bidder's selection of subcontractors for good cause. If a subcontractor is rejected, the bidder may replace that subcontractor with another subcontractor subject to the approval of the County. Any such replacement shall be at no additional expense to the County nor shall it result in an extension of time without the County's approval.

7.11 Use of Brand Names

Unless otherwise provided in an Invitation For Bid, the name of a certain brand, make or manufacturer does not restrict bidders to the specific brand, make or manufacturer named; it conveys the general style, type, character, and quality of the article desired, and any article which the County, in its sole discretion, determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. Any catalog, brand name or manufacturer's reference used in the IFB is descriptive -- NOT restrictive -- it is provided to generally indicate the type and quality desired. Proposals on brands of like nature and quality will be considered. If the bid is based on offering other than the referenced or specified items, the bid must show the name of the manufacturer, brand or trade name, catalog number, etc., of article offered. If other than the brand(s) specified is offered, illustrations and complete description must be submitted with bid. Samples may be required. Bidders must certify that item(s) offered meet and/or exceed specifications. If an item considered as being equal by the bidder is offered and not accepted, the proposal shall be rejected. If a bidder makes no other offer and takes no exception to specifications or reference data, it will be required to furnish the brand names, numbers, etc., as specified.

7.12 References

All bidders shall include, with their bids, a list of at least three (3) current references for whom comparable work has been performed. This list shall include company name, person to contact, address, telephone number, fax number, e-mail address, and the nature of the work performed. Failure to include references may be cause for rejection of bid as non-responsive. Bidder hereby releases listed references from all claims and liability for damages that may result from the

7.13 Contract Quantities

The quantities specified in this Invitation for Bid are estimated only, and are given for the information of bidders and for the purpose of bid evaluation. They do not indicate the actual quantity which will be ordered, since such volume will depend upon requirements which develop during the contract period.

Quantities shown shall not be construed to represent any amount which the County shall be obligated to purchase under the contract, or relieve the Contractor of his obligation to fill all orders placed by the County.

NO BID WILL BE CONSIDERED WHICH STIPULATES THAT LOUDOUN COUNTY SHALL GUARANTEE TO ORDER A SPECIFIC QUANTITY OF ANY ITEM.

7.14 Delivery

Time is of the essence. Bid must show number of calendar days required to complete the services under normal conditions. A five (5) day difference in delivery promise may break a tie bid. Unrealistically short or long delivery promised may cause bid to be disregarded as nonresponsive. Delivery of materials shall be made during normal working hours only, 9:00 am to 5:00 pm, unless prior approval for an alternate delivery has been obtained from the County.

7.15 Incidental and Consequential Damages

No bidder may require contractual language limiting or eliminating liability for incidental and consequential damages.

7.16 Late Bids

LATE bids shall be returned to bidder UNOPENED, if IFB number, opening date and bidder's return address is shown on the container.

7.17 Rights of County

The County reserves the right to reject all or any part of any bid, waive informalities, and award the contract to the lowest responsive and responsible bidder to best serve the interest of the County.

7.18 Prohibition as Subcontractors Under Competitive Sealed Bidding

No bidder who is permitted to withdraw a bid shall, for compensation, supply any material or labor to or perform any subcontract or other work agreement for the person or firm to whom the contract is awarded or otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn bid was submitted.

7.19 Vendor Preference in Tie Bids

The Division of Procurement and all other departments of the County making purchases of goods, services or construction shall give preference to goods, services or construction sold by County and state vendors, in that order, in all cases of tie bids, quality and service being equal.

7.20 Anti-Trust Violations

Tie bids may cause rejection of bids by the Division of Procurement and/or prompt an investigation for Anti-Trust violations.

7.21 Basis for Award

Contract award will be made to the lowest responsive and responsible bidder based on the Grand Total cost of the two (2) typical tasks to be found in Appendix 1 and the cost of the additional Hours.

Whenever the lowest responsive and responsible bidder is a resident of a state other than Virginia and such state under its laws allows a resident contractor of that state a percentage preference, a like preference shall be allowed to the lowest responsive and responsible bidder who is a resident of Virginia and is the next lowest bidder. If the lowest bidder is a resident contractor of a state with an absolute preference, the bid preference shall not be considered.

7.22 Negotiation with the Lowest Responsible Bidder

Unless all bids are cancelled or rejected, the County reserves the right granted by § 2.2-4318 of the Code of Virginia to negotiate with the lowest responsive, responsible bidder to obtain a contract price within the funds available whenever such low bid exceeds the available funds. Negotiations with the low bidder may include both modifications of the bid price and the specifications/scope of work to be performed.

7.23 Notice of Award

A Notice of Award will be posted on the County's web site ([www.loudoun.gov/purchasing](http://www.loudoun.gov/purchasing)) and on the bulletin board located in the Division of Procurement, 4th floor, 1 Harrison St, SE, Leesburg, Virginia 20175.

7.24 Protest

Bidders may refer to Sections 2.2-4357 through 2.2-4364 of the Code of Virginia to determine their remedies concerning this competitive process.

**7.25 Debarment**

By submitting a bid, the bidder is certifying that bidder is not currently debarred by the County, or in a procurement involving federal funds, by the Federal Government. A copy of the County's debarment procedure in accordance with Section 2.2-4321 of the Code of Virginia is available upon request.

**7.26 Registering of Corporation**

Any corporation, LLC, or LLP transacting business in Virginia shall secure a certificate of authority, as required by Section 13.1-757 of the Code of Virginia, from the State Corporation Commission (SCC), PO Box 1197, Richmond, VA. The SCC may be reached at (804) 371-9733 or at <http://www.scc.virginia.gov/division/clk/diracc.htm>. Certain isolated transactions or sales conducted through independent Contractors do not require registration. Bidders should consult the Code of Virginia Section 13.1-757 for more information.

**7.27. Cooperative Procurement**

As authorized in Section 2.2-4304 of the Code of Virginia, this procurement is being conducted on behalf of and may be used by public bodies, agencies, institutions and localities of the several states, territories of the United States, and the District of Columbia with the consent of the Contractor.

**7.28 Acknowledgement of Contract**

By submitting a bid, the bidder acknowledges that it understands and agrees to the Contract Terms and Conditions.

**7.29 W-9 Form Required**

Each bidder shall submit a completed W-9 form with their bid in the event of contract award. This information is required in order to issue purchase orders and payments to your firm. A copy of this form can be downloaded from <http://www.irs.gov/pub/irs-pdf/fw9.pdf>.

**7.30 Insurance Coverage**

Bidders shall include with their bid a copy of their current Certificate of Insurance that illustrates the current level of coverage the bidder carries. The Certificate can be a current file copy and does not need to include any "additional insured" language for the County.

**7.31 Typical Task**

For bid evaluation purposes, the County has included a typical task on which all bidders shall base their prices. Bidders shall be expected to perform the typical task work for the price submitted in response to this IFB. Bidders shall include hourly rates for all in-house labor categories. Those in-house hourly rates shall be incorporated into the contract and shall remain firm for a period of one (1) year. Those rates shall also be used

when providing estimates for any future work during the contract period. Bidders shall provide the square footage take off for the typical task. This information will be used in determining if the bidder is a responsive and/or responsible bidder.



# Loudoun County, Virginia

Division of Procurement  
One Harrison Street, 4th Floor, MSC #41C  
Leesburg, Virginia 20175

## 8.0 PAINTING SERVICES (RE-ISSUE)

THE FIRM OF: \_\_\_\_\_

Address: \_\_\_\_\_

FEIN \_\_\_\_\_

NOTICE TO BIDDERS: The following required services shall be provided according to the contract terms and conditions contained herein.

EE LAKE General Store as calculated using Attachment 1

TOTAL COST \$ \_\_\_\_\_

KIOSK Building at Franklin Park as Calculate using Attachment 2

TOTAL COST \$ \_\_\_\_\_

Additional Work estimated above and beyond two tasks.

30 Hours of Painter Supervisor	\$ _____/Hr	\$ _____
50 Hours of Journeyman Painter	\$ _____/Hr	\$ _____
30 Hours of Painters Helper	\$ _____/Hr	\$ _____

BASIS OF AWARD TOTAL \$ \_\_\_\_\_

The following shall be returned with your bid. Failure to do so may be cause for rejection of bid as non-responsive. It is the responsibility of the bidder to ensure that it has received all addendums.

### ITEM:

1. References (on County form)
2. Addendums, if any.
3. Payment Terms:
4. F.O.B. Destination-Freight prepaid and included
5. Delivery Within \_\_\_\_\_ Days ARO
6. W-9 Form
7. Certificate of Insurance
8. Attachment 1 completed

### INCLUDED: (X)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ net 30 or \_\_\_\_\_ Other  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Attachment 2 Completed

Person to contact regarding this bid: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail \_\_\_\_\_

Name of person authorized to bind the Firm (7.8): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing and submitting a bid, your firm acknowledges and agrees that it has read and understands the IFB documents and agrees to the Contract Terms and Conditions as contained herein.

1

References for:

Bidders shall provide references on this form.

1. Firm Name \_\_\_\_\_  
Contact \_\_\_\_\_  
Title \_\_\_\_\_ E-mail \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Services Provided \_\_\_\_\_
2. Firm Name \_\_\_\_\_  
Contact \_\_\_\_\_  
Title \_\_\_\_\_ E-mail \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Services Provided \_\_\_\_\_
3. Firm Name \_\_\_\_\_  
Contact \_\_\_\_\_  
Title \_\_\_\_\_ E-mail \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Services Provided \_\_\_\_\_
4. Firm Name \_\_\_\_\_  
Contact \_\_\_\_\_  
Title \_\_\_\_\_ E-mail \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_



Type of Services Provided \_\_\_\_\_

**HOW DID YOU HEAR ABOUT THIS INVITATION FOR BID?**

QQ-01392

Please take the time to mark the appropriate line and return with your proposal.

<input type="checkbox"/> Associated Builders & contractors	<input type="checkbox"/> Loudoun Times Mirror
<input type="checkbox"/> Bid Net	<input type="checkbox"/> Our Web Site
<input type="checkbox"/> Builder's Exchange of Virginia	<input type="checkbox"/> NIGP
<input type="checkbox"/> Email notification from Loudoun County	<input type="checkbox"/> The Plan Room
<input type="checkbox"/> Dodge Reports	<input type="checkbox"/> Reed Construction Data
<input type="checkbox"/>	<input type="checkbox"/> Tempos Del Mundo
<input type="checkbox"/> India This Week	<input type="checkbox"/> Valley Construction News
<input type="checkbox"/> LS Caldwell & Associates	<input type="checkbox"/> Virginia Business Opportunities
<input type="checkbox"/> Loudoun Co Small Business Development Center	<input type="checkbox"/> VA Dept. of Minority Business Enterprises
<input type="checkbox"/> Loudoun Co Chamber of Commerce	<input type="checkbox"/> RAPID

☐ Other \_\_\_\_\_

**SERVICE RESPONSE CARD**

QQ-01392

Date of Service: \_\_\_\_\_

How did we do?

Please let us know how we did in serving you. We'd like to know if we are serving you at an acceptable level.

How would you rate the way your request for this document was handled?

Excellent ☐ Good ☐ Average ☐ Fair ☐ Poor ☐

Did you have contact with Procurement staff? ☐

How would you rate the manner in which you were treated by the Procurement staff?

Excellent ☐ Good ☐ Average ☐ Fair ☐ Poor ☐

How would you rate the overall response to your request?

Excellent ☐ Good ☐ Average ☐ Fair ☐ Poor ☐

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Thank you for your response!

We can better assess our service to *you* through feed back from *you*.

Your Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ (day) \_\_\_\_\_ evening

**Please return completed form to: Patty Cogle • Procurement •  
PO Box 7000 • Leesburg, VA 20177**

**RIDER CLAUSE**  
**Use of Contract by Members of the**  
**Northern Virginia Cooperative Purchasing Council and**  
**the Metropolitan Washington Council of Governments**

RFP PAINTING SERVICES

QQ-01392

This clause is intended to allow a successful vendor to offer the goods and services of the bid to other member jurisdictions of the Northern Virginia Cooperative Purchasing Council and the Metropolitan Washington Council of Governments. If a mark is made in the **YES** column next to a member name, the pricing, terms and conditions of the final contract are offered to the appropriate member. The successful vendor may directly notify any member jurisdiction of the availability of the contract.

Offering to sell goods and services as a result of this solicitation to other member jurisdictions is voluntary on the bidder's part. A member jurisdiction's participation in the contract is voluntary, also. Any jurisdiction obligated to participate in the contract is indicated in the body of the solicitation and contract.

Each participating jurisdiction has the option of executing a separate contract with the awardee. Contracts entered into with a participating jurisdiction may contain general terms and conditions unique to that jurisdiction including, by way of illustration and not limitation, clauses covering minority participation, non-discrimination, indemnification, naming the jurisdiction as an additional insured under any required Comprehensive General Liability policies, and venue. If, when preparing such a contract, the general terms and conditions of a jurisdiction are unacceptable to the awardee, may withdraw its extension of the award to that jurisdiction. The member jurisdiction(s) which awards the contract as a result of this solicitation is responsible for the award, etc. of its portion of the contract only. The issuing jurisdiction shall not be held liable

Each member jurisdiction which purchases as a result of this offer will be responsible for placing orders directly with the successful vendor, arranging all deliveries, reconciling discrepancies and invoices, and issuing payments.

Failure to offer the terms and conditions of the contract to any member will neither disqualify a bidder nor adversely affect the award of the contract.

**BIDDER'S AUTHORIZATION FOR PARTICIPATION:**

YES	JURISDICTION	YES	JURISDICTION
	City of Alexandria, VA		Loudoun County Sanitation Authority
	Alexandria Public Schools		City of Manassas, VA
	Alexandria Sanitation Authority		City of Manassas Park, VA
	Arlington County, VA		City of Manassas Public Schools
	Arlington Public Schools		Maryland - National Capital Park & Planning
	Charles County Public Schools		Commission
	City of Bowie, MD		Metropolitan Washington Airports Authority
	City of College Park, MD		Metropolitan Washington Council of Governments
	Culpeper County, Virginia		Winchester, VA
	District of Columbia		Montgomery College
	District of Columbia Courts		Montgomery County, MD
	District of Columbia Schools		Montgomery County Public Schools
	District of Columbia Water & Sewer Auth		Northern Virginia Community College
	City of Fairfax, VA		Northern Virginia Planning District Commission
	Fairfax County, VA		Prince George's County, MD
	Fairfax County Public Schools		Prince George's County Public Schools
	Fairfax County Water Authority		Prince William County, VA
	City of Falls Church, VA		Prince William County Public Schools
	Fauquier County, VA		Prince William County Service Authority
	Fauquier County Schools		Town of Purcellville, VA
	City of Frederick, MD		City of Rockville, MD
	Frederick County, MD		Spotsylvania County Schools
	Frederick County Public Schools		Stafford County, VA
	City of Gaithersburg, MD		Stafford County Public Schools
	George Mason University		City of Takoma Park, MD
	City of Greenbelt, MD		Upper Occoquan Sewage Authority
	Town of Herndon, VA		Town of Vienna, VA
	Town of Leesburg, VA		Washington Metropolitan Area Transit Authority
	Loudoun County Public Schools		Washington Suburban Sanitary Commission
			Winchester Public Schools

BIDDER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

This form must be completed and returned with bid.

Revised 6/2006

# Attachment #1

**Your Company Name**

***Your Company Slogan***

Street Address

City, ST ZIP Code

Phone

Fax

**Date:**

**Work Order:**

**For:** EE LAKE General Store

# PROPOSAL

Description	Total cost shall be:
1. Prep and paint the following areas:	
Materials	
Estimated Square Footage	
Number of Windows (outside) 2 Coats of Paint	
Number of Doors (Outside) 2 Coats of Paint	
Additional Preparation (scraping)	
Labor Rate – Supervisor	\$ /Hour
Labor Rate - Journeyman	\$ /Hour
Labor Rate – Apprentice -	\$ /Hour
Total Hours	
<b>Total price for the above outlined work shall be:</b>	

Accepted: \_\_\_\_\_

Date: \_\_\_\_\_

# ATTACHMENT #2

**Your Company Name**

*Your Company Slogan*

# PROPOSAL

**Date:**

Street Address

City, ST ZIP Code

Phone Fax

**Work Order:**

KIOSK Building at Franklin

**For:** Park

Description	Total cost shall be:
1. Prep and paint the following areas:	
Materials	
Estimate Square Footage	
Number of Windows (outside) 2 Coats of Paint	
Number of Doors (Outside) 2 Coats of Paint	
Additional Preparation (scraping)	
Labor Rate – Supervisor	\$ /Hour
Labor Rate - Journeyman	\$ /Hour
Labor Rate – Apprentice -	\$ /Hour
Total Hours	
<b>Total price for the above outlined work shall be:</b>	

**Accepted:** \_\_\_\_\_

**Date:** \_\_\_\_\_